



**KING COUNTY**  
**ADMINISTRATIVE SPECIALIST II**  
**DEPARTMENT OF NATURAL RESOURCES AND PARKS**  
**WATER & LAND RESOURCES DIVISION**

**Hourly Rate Range: \$15.04 - \$19.07**

**Job Announcement No.: 03ES3285**

**Opening Date: 7/9/03**

**Closing Date: 7/25/03**

**WHO MAY APPLY:** This career service position is open to all King County career service employees, executive branch regular exempt employees, current probationary employees who achieved career service status in a previous position and the general public. First consideration will be given to career service employees.

**WHERE TO APPLY:** Required forms and materials must be sent to: **Michelle Kobuki, Human Resources, 201 South Jackson, Suite 600, MS: KSC-NR-0600, Seattle, WA 98104** by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED). Contact (206) 296-1935 for questions regarding this announcement. Contact (206) 205-8782 for application requests; or download from the Internet address at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

**FORMS AND MATERIALS REQUIRED:** Submit a [King County application form](#), resume and letter of interest that uses specific examples of past work experience to demonstrate your ability to meet or exceed the requirements

**WORK LOCATION:** King Street Center, 201 South Jackson, Suite 600, Seattle, WA 98104.

**WORK SCHEDULE:** 35 hours per week, Monday through Friday, normal working hours are 8:30 a.m. to 4:30 p.m. Attendance at meetings outside of normal working hours is required.

**JOB DESCRIPTION:** This position provides clerical and specialized office administration support to the Program manager and staff of the Noxious Weed Control Program. Incumbent must provide accurate general and occasionally technical information to the public regarding noxious weed identification and control, the noxious weed fee, and the operation of the Weed Program. Incumbent must exercise a moderate degree of discretion and confidentiality in this position.

**PRIMARY JOB FUNCTIONS:**

- Receive, record and respond to phone calls, e-mails and requests for information and assistance regarding noxious weed identification and control. Provide program specific information requiring interpretation of established policies and procedures. May have to deal with sensitive, controversial and/or potentially volatile situations.
- Provide general office support including typing, filing, copying, mailing and general office management and organization.
- Attend monthly board meetings, record, transcribe and distribute meeting minutes.
- Establish, maintain, track or retrieve information and compile data that may require information searches through files, computer files, spreadsheets, database applications and Internet websites.
- Process and track personnel and program forms, spreadsheets and procedures such as certified and bulk mailings, expenditures, budget reports, payroll, contracts and legal noxious weed control enforcement documents.
- Assist in maintaining a library of training and reference materials.
- Maintain data in program databases.
- Maintain, inventory, order, collect and distribute supplies and/or equipment.
- Mount, label, organize and maintain pressed plant specimens in a herbarium.
- Compose, draft, type, proofread and edit documents, contracts, and/or correspondence conforming to established procedures.
- Maintain security and confidentiality.
- May modify and update program procedures that relate to assigned work.

**QUALIFICATIONS:**

- Eighteen months of clerical and/or office management experience
- College, vocational, technical or business school training may be substituted for up to six months of the required experience.
- Experience and demonstrated skill with Windows Office Suite, Outlook, Word and Excel.
- Demonstrated ability to enter, retrieve and maintain data in Microsoft Access database applications within 3 months of employment.

**KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.**

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Office organizational skills including word processing accuracy, filing, mailings, and handling time sensitive tasks.
- Ability to work occasional evenings to staff board meetings.
- Demonstrated customer service skills.
- Skill in taking initiative and following through on assignments as directed.
- Must be able to perform and have experience with all of the primary job functions.

**DESIRED QUALIFICATIONS:** Working knowledge of Microsoft Access database, and Powerpoint applications; Demonstrated knowledge of or motivated interest in botany, horticulture and/or noxious weed control; Notary license.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must obtain a Washington State Department of Agriculture Pesticide Public Operator license within 60 days of employment.
- Possession of a valid Washington State Driver's License.

**SUPPLEMENTAL QUESTIONS:** Supplemental questions must be completed and submitted with the application. The following questions address important elements of this position and the information you provide will help to determine your eligibility for further consideration. Please limit your responses to all questions to no more than 2 pages.

1. Briefly describe your knowledge of or interest in noxious weeds, invasive plants and/or native plants.
2. Describe your pertinent work experience and extent of that experience addressing the primary job duties described in the job bulletin.
3. Describe your level of competence with various software programs/applications such as Word, Outlook, Access, Excel, Arms etc.)
4. Describe the three most important concepts that you follow in providing excellent customer service.